

Planning for Summer/Summer at your Facilities and Grounds

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Getting to know the presenters!!

- **Schools Geographical location**
 - Eau Claire Area School District. Eau Claire, WI
 - Tomorrow River School District. Amherst, WI
- **Community Type (Rural, Urban, City)**
 - Population
 - Community
 - # Students
- **Buildings**
 - # of Building/s
 - Total Sq. Ft.

Your Duties

- **Your responsibilities (varies by District)**
 - **Transportation**
 - **Food Service**
 - **Technology**
 - **Safety**
 - **Security**
 - **Custodial supervision**
 - **Ordering of supplies and materials**
 - **Supervising or contracting maintenance services**
 - **Grounds maintenance**

Summer Staffing

- **Number of Staff**

- **Custodians**

- Do you need additional summer staff?

- **Grounds Crew**

- Do you need 6 month and 3 month grounds staff? Grass does grow for over 6 months a year in Wisconsin)

- **Maintenance**

- What is scheduled for repairs or construction?
 - Do you need helpers?

- **Licensed or specialty In-house personnel**

- Electricians, Plumbers, HVAC

Summer Hiring

- **Summer Hires**

- How do you handle that process?
 - When do you begin advertising?
 - What is the compensation?
 - Seniority based pay – more if they come back the second year
 - If the City is paying their summer staff \$3 an hour more, do you think you will get any staff?

- **Summer employee safety**

- Safety training
 - Mowers, chemicals, weed trimmers, etc.

Budgeting and Supplies

- **Budgeting for summer work**
 - When does that start?
 - Is there a review process?
- **Supplies**
 - Seed, fertilizer, herbicides, etc.
 - Landscaping chips, mulch, playground certified wood chips
 - When do you order? Spring / Fall?
 - Central storage or at individual buildings?
 - Large volume
 - Annual, Quarterly, Monthly or as needed

Scheduling

- **Long Range / Short Range Projects**
 - What is scheduled for this summer?
 - Large scale grounds projects
 - Tennis Courts Replacement
 - Track resurfacing
 - Playground Equipment Replacement or Addition
 - Routine Maintenance
 - Are your lawnmowers serviced and ready to go?
 - Large scale interior remodelling
 - Bathrooms
 - Classroom reconfiguration
 - Referendum work

Turf maintenance

- **Summer outdoor maintenance**
 - Playground inspections and repairs (liability issue)
 - Turf (synthetic or natural) regular maintenance
 - Turf specialty maintenance
 - Deep tine aeration
 - Sprinkler system repairs
 - Bleacher inspections and repairs
 - Asphalt sealcoating / crack filling
 - Concrete replacement
 - Building exterior assessments
 - Tuckpointing
 - EIFS repairs
 - Roofing system repairs
 - Windows
 - Doors
 - All remaining exterior surfaces

Reserve your space

- **Building access during summer and its impact**
 - Do you have a facilities reservation system?
 - Have you blocked off access to areas needing extended work?
 - Gym floor refinishing
 - Terrazzo cleaning and polishing
 - Painting
 - Locker reconditioning
 - Swimming Pool caulking and maintenance
 - Summer School Impact
 - Drivers Education
 - Camps

Balancing the Workload

- **Work Volume**

- Insight into how you handle summer cleaning
 - How much of the room is cleaned?
 - What is the process?
 - What is cleaned?

- **Carpet extraction**

- When do you complete this service? **Winter / Summer**
- What do you do to test for moisture in carpet?
 - Do you employ de-humidifiers?

- **Chemical stripping of VCT or deep scrubbing**

- Is this on a cycle?

- **Question & Answer: Panel**